



## *Indiana Professional Standards Board*

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### **Memorandum**

To: Members, Beginning Teacher Assessment Committee (BTAC)

From: Marilyn Metzler, Chair, BTAC

Date: February 26, 2004

Subject: Minutes of October 21, 2003

Present: Joy Seybold, Jolene Schoenherr, Theresa Knipstein-Meyer, Jim Freemyer, John Hill, Kim Clark

Others Present: None

Members Absent: Pamela Komnick, Carol Potter, Robert Williams, Robin Meyer, Marilyn Metzler

Staff Present: Judy Miller, Nancy Carr and Barbara Jones

- I. At 10:00 a.m., Mr. John Hill, Board Member convened the regular meeting. The following outline summarizes the main points of discussion.
- II. Approval of Minutes from June 26, 2003 meeting  
  
Dr. Jim Freemyer moved approval of the minutes. Ms. Theresa Knipstein-Meyer seconded the motion and the minutes were approved.
- III. Summary of Mentor Training Data

Dr. Jim Freemyer presented the preliminary study of ITEAM's Mentor Training Program. These data will be presented at the Midwest Regional Conference and possibly at the Santa Cruz New Teacher Center Conference. The data highlight the strengths and weaknesses of the training, but on the whole are quite positive. The committee supported the concept of collecting more data to compare among groups of new teachers and programs. Dr. Jim Freemyer offered to do this at no charge to the programs and will compose a letter to be sent to the different programs. IPSB staff will provide mailing lists, etc.

#### IV. Review of Annual Reports

The following programs had submitted Annual Reports since the last meeting:  
IU Southeast, Goshen, Wayne Township, and Columbus.

The committee was very pleased with the annual reports. All programs submitted acceptable reports and had addressed the weaknesses identified in their program submission. The one report from Goshen/ Concord was chosen as a model to put on the IPSB web page. Nancy Carr will work on formatting the report to remove references to specific individuals.

#### V. Review October Mentor Program Submissions

Programs were received from Calumet College, the Diocese of Lafayette, IU East, Portage, Monroe County and New Prairie. One program was approved with minor suggestions. Three programs will be asked to send clarification and additional materials to Dr. Miller, who will send the approvals if the materials are acceptable. Two programs will be asked for significant revisions and will be asked to resubmit their materials for a second review by the entire committee in February.

#### VI. Review of Revised Rule 4

The revisions of Rule 4 were explained by Dr. Miller and how the process works with the attorney generals office. Some specific areas were discussed and Dr. Miller will re-write the section prior to publication. Dr. Miller explained the current projected timeline for promulgation.

#### VII. Program Updates

Nancy Carr brought the committee up to date on the following projects:

1. The portfolio pilot program applications have been received and we have a total of 75 applications. The committee agreed that all volunteers should be invited to participate.

2. The dates for the June portfolio scoring session have been set and a contract signed with McKenzie Career Center for the week of June 7-11, 2004.

3. Two sessions for the outreach portfolio scoring sessions have been scheduled to date. The first will be in Region 4 ESC February 16 & 17, 2004 for training in Elementary Education and English Language Arts. Region 6 NWIESC has scheduled a session for May 6 & 7, 2004 for Elementary Education and Science. Staff is working with Regions 2, 3 and 5 to hopefully get sessions set up in those regions before June 2004.

4. The certified mentor list is currently up to date. There are approximately nine hundred names to date. A form has been devised and sent to the programs for them to submit once they certify the mentors. The feedback regarding the form has been very positive.

#### VIII. Other

Dr. Miller discussed the charge of the committee and asked for input on what needs to be added and deleted. John Hill suggested that the committee actively monitor the portfolio assessment and its implementation, particularly with a concern about the cost factors. They committee will use email to correspond with Dr. Miller to complete this by November 2003.

#### IX. Next Meeting

The next meeting is scheduled for February 26, 2004 at 10:00 a.m.

#### X Adjournment

John Hill adjourned the meeting at 1:00 p.m.